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The policies and guidelines provided in this document are in place to protect the quality and integrity of all forms of scholarly practice and research, as well as the reputations of the publications produced by SAE International.

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- All authors are aware of and have consented to the submission and declared any potential conflict of interest—be it professional or financial.
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Authorship should be limited to those who have made a significant contribution to the work reported and who share responsibility and accountability for the results.

The guidelines from the International Committee of Medical Journal Editors (ICMJE), which have been adopted by countless publishers and learned societies (including SAE), state that authorship should be limited to those who have fulfilled the following criteria:

1. Substantial contributions to the concept or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have the confidence in the integrity of the contributions of their co-authors. All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. (Quoted from the ICMJE website and accessed March 29, 2023: <https://publicationethics.org/resources/discussion-documents/authorship>)

SAE also supports McNutt et al.'s (2018) guidelines on how to credit all authors on a paper:

Each author is expected to have made substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data; or the creation of new software used in the work; or have drafted the work or substantively revised it; AND to have approved the submitted version (and any substantially modified version that involves the author's contribution to the study); AND to have agreed both to be personally accountable for the author's own contributions and to ensure that questions related to the accuracy or integrity of any part of the work, even ones in which the author was not personally involved, are appropriately investigated, resolved, and the resolution documented in the literature. [p. 2558] (Quoted from McNutt et al., "Transparency in Authors' Contributions and Responsibilities to Promote Integrity in Scientific Publication," *PNAS*, 115, no. 11 (2018): 2557-2560, doi: <https://doi.org/10.1073/pnas.1715374115>)

If other people participated in substantial aspects of the research but do not meet the criteria for authorship, they should be listed in an acknowledgements section.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship. Those who did not make a meaningful contribution should not be included as contributing authors for the sake of prestige or their own referencing quota.

For studies conducted by large, multi-centered groups, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Knowing, intentional, or reckless violation of this policy is considered research misconduct.

## Reporting Conflicts of Interest

Articles should be submitted with statements or supporting documents of conflicts of interest, declaring:

- Authors' conflicts of interest
- Sources of support for the work, including sponsor names, along with explanations of the role of those sources, if any, in study design; collection, analysis, and interpretation of data; writing of the article; the decision to submit the article for publication; or a statement declaring that the supporting source had no such involvement
- Whether the authors had access to the study data, with an explanation of the nature and extent of access, including whether access is ongoing

To support the above statements, editors may request that authors of a study sponsored by a funder with a proprietary or financial interest in the outcome sign a statement, such as "I had full access to all of the data in this study, and I take complete responsibility for the integrity of the data and the accuracy of the data analysis."

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Authors must use their best endeavors to ensure the material that they submit contains no fictitious data, reference omissions, or false statements.

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